

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
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SUSPENSE

Date

Remarks

3637 (10-81)

Executive Secretary

2 Jul 85

Date

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

Executive Registry

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July 1, 1985

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: JOSEPH R. WRIGHT, JR.
DEPUTY DIRECTOR

SUBJECT: Space and Real Property Management

On April 29, 1985, President Reagan signed Executive Order 12512 directing all executive departments and agencies to establish internal policies and systems of accountability that ensure effective use of their real property assets consistent with Federal policies on the acquisition, management and disposal of such assets. This Executive Order also directed the Office of Management and Budget to review, through the management and budget review processes, the efforts of departments and agencies toward achieving government-wide property management policies. Accordingly, the 1987 Management Review includes a cross-cutting issue on space and real property management.

The space management initiative is a continuation of previous years' reviews to achieve the President's goal of a 10 percent annual reduction in average office space utilization until a utilization rate of 135 square feet per person is reached. Departments and agencies will submit their work space management plans to the General Services Administration (GSA) in accordance with the Federal Property Management Regulations.

In order to conduct the real property utilization review, it will be necessary for each department and agency to report on its real property operations including the number of utilization reviews conducted and planned and the targets for properties to be excessed. It is also important to highlight agency efforts under Reform '88 to improve their real property management information systems. GSA will collect these data and array them for OMB's use in the management and budget review processes. A data request will be forthcoming from GSA shortly.

Your support is essential to the success of these Presidential initiatives.

